



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Council Services Records Coordinator</b>	
<b>DEPARTMENT:</b>	<b>Office of City Manager</b>	
<b>REPORTS TO:</b>	<b>Assistant to City Manager</b>	<b>DATE: May, 2009</b>
<b>EMPLOYEE UNIT:</b>	<b>Management &amp; Confidential</b>	<b>Supersedes:</b>
<b>FLSA EXEMPT:</b>	<b>Yes</b>	

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**JOB SUMMARY:** Under the general direction of the Assistant to City Manager, the Council Services Records Coordinator serves as the City Records Management Officer responsible to manage the records center, assists departments in proper records storage and control, establishes procedures for records retention with approval of city attorney, responds to public records request and other duties as required.

**CLASS CHARACTERISTICS:** This is a mid-management classification which requires appropriate specialized training and job-related experience to perform routine to moderately complex tasks to ensure the proper handling of City records. This classification is responsible for supervision of clerical staff within the office of the City Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Assistant to City Manager and/or in coordination with other City staff. Additional duties may be assigned.

1. Maintains records center, assists departments in proper records storage and control.
2. Assists departments in proper records storage and control.
3. Establishes procedures for records retention with approval of city attorney.
4. Accepts and process all legal documents including bid opening and public records requests.
5. Responds to Public Records Act requests.
6. Certifies copies of official records.
7. Maintains and updates Municipal Code.
8. Maintains roster of all Council appointed Boards and Commissions
9. Manages office support staff and administrative functions.

10. Manages City Passport Acceptance Facility.
11. Assists City Clerk with Elections.
12. Provides support for City Clerk and may serve as acting City Clerk in his/her absence.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience:**

1. Possess an Associate degree or equivalent from an accredited college or business school with course work in public administration, office management, or related field. Bachelor's degree is desirable.
2. At least five years clerical experience in a municipal setting including two years of office management or supervision.

**Licenses & Certificates:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possess a Certified Municipal Clerk certificate or ability to obtain one within one year of date of employment.
3. Possession of Notary Public is desired.

**Knowledge of:**

1. The functions and role of a Council/Manager form of government, and the organization of typical services provided by a municipal government.
2. Records management and filing principles and practices.
3. Standard office administrative practices and procedures, including business letter writing and business mathematics.
4. Correct English usage, including spelling, grammar, punctuation and vocabulary.
5. Budgetary practices and principles.
6. Supervisory principles and practices.
7. Program evaluation principles and methods.
8. Knowledge of legislative procedures and ability to interpret laws.
9. Election procedures and current FPPC requirements.

**Skill in:**

1. Organizing and maintaining a variety of files, including a computer-based records management system.
2. Analyzing situations accurately, using independent judgment and adopting effective courses of action.
3. Organizing work, setting priorities and following-up on matters and meeting critical deadlines.

4. Providing outstanding customer satisfaction (internally and externally).
5. Use of common office software including Microsoft Office.

**Ability to:**

1. Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.
2. Establish and maintain effective working relationships with those contacted in the course of the work.
3. Observe and recognize performance traits of subordinates and evaluate them as they apply to performance measures.
4. Work in a team environment.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.